



JAMES L. McINTIRE
State Treasurer

State of Washington
Office of the Treasurer

Memorandum

May 25, 2016

TO: Agency Fiscal Officers
FROM: Megan Dietz, Accounting Services Manager
SUBJECT: OST Fiscal Year 2016 Closing Schedule

The following schedule provides cutoff dates and times for fiscal year 2016 treasury activity. The due date is defined as the date received by the Office of the State Treasurer (OST) unless otherwise specified. This schedule is also accessible through our website (<http://www.tre.wa.gov/documents/ClosingFY16.pdf>).

June 2016 (AFRS Fiscal Month 12)

Cash Receipts Journal Summary – A8s and Deposit Slips

Deliver to: Office of the State Treasurer or FAX to: Office of the State Treasurer
Cash Management Division Cash Management Division
Capitol Court Building, Suite 257 Attn: Toni Howdeshell
1110 Capitol Way S (360) 704-5107
Olympia, WA

or

Mail to: Office of the State Treasurer
Cash Management Division
Mail Stop: 40209

or

E-mail to: A8@tre.wa.gov

or

TMS: Direct agency entry

Cutoff: 3 p.m. on 6/30/2016

Note: Please mail, fax, deliver, or enter only one document to avoid duplicate entries.

Warrants and Warrant Registers – A1s

Deliver Warrant Registers to: Office of the State Treasurer
Warrant Services Unit
Capitol Court Building, Suite 307
1110 Capitol Way S
Olympia, WA

Cutoff: 2 p.m. on 6/30/2016

Note: For those agencies utilizing AFRS, the transaction must be entered and released in AFRS by the AFRS cutoff on June 29, 2016, in order to be included in fiscal year 2016 business.

Warrant Cancellation Journal Vouchers – A7s and Warrant or Affidavit of Lost or Destroyed Warrant

Deliver to: Office of the State Treasurer or Mail to: Office of the State Treasurer
Warrant Services Unit Warrant Services Unit
Capitol Court Building, Suite 307 P.O. Box 40207
1110 Capitol Way S Olympia, WA 98504-0207
Olympia, WA Mail Stop: 40207

Cutoff: 9 a.m. on 6/30/2016

Note: The transaction must be posted in AFRS by the AFRS cutoff on June 29, 2016.
The Warrant or a copy of the Affidavit of Lost or Destroyed Warrant must be attached to the JV.

Electronic Fund Transfer (EFT) Journal Vouchers – A7s

Deliver to: Office of the State Treasurer or FAX to: Office of the State Treasurer
Cash Management Division Cash Management Division
Capitol Court Building, Suite 257 Attn: Cindy Doughty
1110 Capitol Way S (360) 704-5155
Olympia, WA or Mail to: Office of the State Treasurer
Cash Management Division
Attn: Cindy Doughty
Mail Stop: 40209

Cutoff: Noon on 6/29/2016

Note: Please mail, fax, or deliver only one document to avoid duplicate entries. Agencies may also send their requests via email to: eftjv@tre.wa.gov. You will receive an email confirmation response from OST when the EFT JV is received in the eftjv@tre.wa.gov mailbox.

Health Care Authority Journal Vouchers – A7s

Mail to: Health Care Authority or Deliver to: Health Care Authority
P.O. Box 42691 626 8th Ave SE
Olympia, WA 98504-2691 Olympia, WA
Mail Stop: 42691

Cutoff: Noon on 6/23/2016 (HCA due date)

Interfund/Interagency Journal Vouchers – A7s

Excludes the above referenced transfers to HCA.

Includes all other transfers between treasury and treasury trust accounts, operating transfers, equity transfers, interagency reimbursements, etc.

Deliver to:	Office of the State Treasurer Accounting Division Capitol Court Building, Suite 257 1110 Capitol Way S Olympia, WA	or	Mail to:	Office of the State Treasurer Accounting Division P. O. Box 40209 Olympia, WA 98504-0209
				Mail Stop: 40209
		or	E-mail to:	TransferJV@tre.wa.gov
		or	FAX to:	Office of the State Treasurer Accounting Division Attn: Linda Lund (360) 586-6890

Cutoff:	3 p.m. on 6/30/2016	FAX when unusual circumstances occur and with OST's approval
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Note: For IAPs (Inter-Agency Payments) and IFTs (Inter-Fund Transfers), the transaction must be posted in AFRS by the AFRS cutoff on June 29, 2016.

Please mail, fax, or deliver only one document to avoid duplicate entries.

Distributions to Local Governments, Universities, and Colleges through OST's Distribution System

Deliver to:	Office of the State Treasurer Accounting Division Capitol Court Building, Suite 260 1110 Capitol Way S Olympia, WA	or	Mail to:	Office of the State Treasurer Accounting Division P. O. Box 40209 Olympia, WA 98504-0209
				Mail Stop: 40209
		or	E-mail to:	Donna.Harrington@tre.wa.gov James.Porter@tre.wa.gov

Cutoff:	3 p.m. on 6/24/2016
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June 2016 (AFRS Fiscal Month 12)

Cash Activity

The cash cutoff date is June 30, 2016. Cash activity occurring after June 30 is recorded in the ensuing fiscal year, per the Office of Financial Management's State Administrative and Accounting Manual (Subsection 90.20.10). (<http://www.ofm.wa.gov/policy/90.20.htm>)

Bank Fees

For agencies in which OST payment of bank fees is applicable, the fees will be booked as interagency receivables/payables. Prior approval by OST is required before OST will pay the fees. End of year/biennium closing procedures require interagency receivables/payables to agree between agencies. Agencies are responsible for posting their side of the transaction in AFRS. Please be advised that the AFRS phase 1B cutoff for posting interagency payables for the accounting-related charges is August 19, 2016.

Certificate of Participation (COP)

Agencies are required to reconcile COP fiscal year activity and year-end balances to OST's records. Agencies complete the "Certificates of Participation Disclosure – Agencies" disclosure form by Phase 1B close on August 19, 2016. The OST COP report with fiscal year activity and year-end balances will be provided to agencies during Phase 1.

If you have any questions, please contact one of the people listed below:

Questions pertaining to:	Contact	Telephone	E-Mail
Cash Receipts	Toni Howdeshell	902-8907	A8@tre.wa.gov
Warrants and Warrant Registers	Warrant Desk	902-8994	WarrantInquiry@tre.wa.gov
Warrant Cancellations	Donelle Lotton	902-8986	Donelle.Lotton@tre.wa.gov
Electronic Fund Transfers	Cindy Doughty	902-8908	EFTJV@tre.wa.gov
Health Care Authority	Ha Huynh	725-9801	Ha.Huynh@hca.wa.gov
Interfund/Interagency Journal Vouchers	Linda Lund	902-8956	TransferJV@tre.wa.gov
Distributions to Local Governments, Universities and Colleges	Donna Harrington	902-8961	Donna.Harrington@tre.wa.gov
Bank Fees	Cindy Doughty	902-8908	Cindy.Doughty@tre.wa.gov
Certificate of Participation (COP), 0100 Bond Retirement & Interest	Shelly Sweeney	902-9005	Shelly.Sweeney@tre.wa.gov